

# **Jefferson Park Lawn Bowling Club By-Laws**

**2009**

**4103 Beacon Avenue South  
Seattle, WA 98108**

BY-LAWS  
JEFFERSON PARK LAWN BOWLING CLUB  
Seattle, Washington

Adopted April 4, 2009

1.0 PURPOSE

Jefferson Park Lawn Bowling Club was incorporated under the statutes of the State of Washington as a non-profit corporation for the purpose of forming a body to participate in, promote and safeguard the healthy, active sport of lawn bowling. The Articles of Incorporation are dated April 7, 1955 and were approved by the Secretary of State on April 13, 1955. They were amended on September 20, 1977 and approved by the Secretary of State on October 27, 1997. The name of this club is Jefferson Park Lawn Bowling Club (JPLBC) of Seattle, King County, Washington, a non-profit organization. These by-laws should be liberally construed to fairly affect the purpose as stated in the Articles of Incorporation.

2.0 ADOPTION

These by-laws were adopted by the membership of the JPLBC at the semi-annual meeting April 4, 2009. These by-laws replace and supersede all prior by-laws.

3.0 U.S.L.B.A. MEMBERSHIP

This club will hold membership in the United States Lawn Bowls Association (USLBA) and any of its designated subordinate divisions to fulfill the purpose of the club. As an affiliate of USLBA, the Northwest Division of USLBA, JPLBC agrees to abide by the "Laws of the Sport of Bowls" as prescribed by the United States Lawn Bowls Association.

4.0 MEMBERSHIP

- 4.1 MEMBERSHIP POWERS. The membership has final authority in the administration and management of the total program of JPLBC so long as such program is not in conflict with valid previously entered into agreements and contracts. Only Active paid-up members, may make nominations, call special elections, vote at meetings of the club or be entitled to serve as club officers and participate on the Board.
- 4.2 CLASSES OF MEMBERSHIP. The following are the classes of membership.
  - 4.2.1 Active members – Active members shall consist of individuals whose dues are paid in accordance with 4.7 and who agree to endorse and uphold the purpose of the club.
  - 4.2.2 Associate members – Associate members shall consist of Active members from other Lawn Bowling Clubs elected in accordance with 4.3. Associate members shall be entitled to all rights and privileges available to Active members of JPLBC except that they shall not be entitled to vote or serve on the Board.
  - 4.2.3 Emeritus members – "Emeritus members – Emeritus members shall consist of honorary, non-dues paying members who have significantly contributed to the club and the sport of lawn bowling but are no longer active members of the club. Emeritus membership is conferred by a vote of the Board of Directors and any active member can nominate an individual for this membership class at any time. Emeritus members receive the annual membership roster and are invited to attend all social events. Emeritus members shall not be entitled to vote or serve on the Board."
- 4.3 ADMISSION TO MEMBERSHIP. Application for membership in the club shall be on a form prescribed therefore and accompanied by payment of the annual membership dues. Membership shall be contingent on a promise to endorse and uphold the purpose of the club.
- 4.4 REVOCATION OF MEMBERSHIP. Membership shall be revoked by unanimous vote of the Board in the event an individual's actions are deemed by the Board to be in conflict with the club's stated purpose.
- 4.5 NON-DISCRIMINATION. No application for membership shall be approved or denied on account of the sex, race, creed religion or sexual orientation of the applicant.
- 4.6 ANNUAL MEMBERSHIP, DUES AND ASSESSMENTS. Income of the club shall be used solely for the benefit and enjoyment of club members and in furtherance of the club's general purpose. All members shall be subject to the payment of such annual dues, except Emeritus members, as may be determined, annually, by the Board, and any assessments the Board may levy. Such dues and assessments may be deferred or waived by the Board in extraordinary circumstances upon satisfactory showing of economic need or distress.

- 4.7 PAYMENT OF DUES. The annual dues of the club shall be due and payable December 31, of each year. The initial dues for new membership shall be paid in advance.
- 4.8 NON-PAYMENT OF DUES AND ASSESMENTS. Any member in arrears for the non-payment of dues or assessments for a period of sixty (60) days shall be notified by the Secretary that if the dues or assessments are not paid within fifteen (15) days from the date of such notice, membership in the club shall be automatically terminated. A member so terminated and wishing to rejoin the club at a later date shall re-apply for membership subject to payment of such dues and assessments as determined by the Board.
- 4.9 RESIGNATION AND REINSTATEMENT. A member in good standing may resign from the club by choosing not to pay their annual dues the following year. Any member in good standing, having resigned from the club for any length of time, may be reinstated upon payment of the current year's dues and assessments.
- 4.10 MISCONDUCT. A charge of gross misconduct may be made against any member by another member, in writing, and delivered to the President. The Board shall have the power to discipline, suspend or expel any member whose conduct has been detrimental to the best interests of the club. Minor misconduct shall be reported to the President for assignment to the appropriate committee for disposition.

## 5.0 ELECTED OFFICERS

- 5.1 GENERAL. The affairs of this club shall be managed by the Board, consisting of the appointed Chairpersons and the Elected Officers. The offices of President, Vice President, Secretary and Treasurer shall be elected by the membership at the annual meeting of each odd numbered year for a term of two (2) years. The duly elected Officers shall appoint chairpersons for the areas of club interest. Additions or deletions to the areas of club interest that require appointed chairpersons shall be determined by the Board by majority vote. The chairpersons shall automatically become members of the Board and remain on the Board for a term of two years or less which coincides with the terms of the elected members. They may be reappointed at the discretion of the Officers.
- 5.2 RECALL. Elected officers may be recalled from their offices by a majority vote of the members at a special meeting called for that purpose at which a club quorum is present. Any elected officer of the club may call the special meeting. A copy of this paragraph of the by-laws covering the recall shall be included in the notice of the meeting.
- 5.3 NEGLECT OF OFFICE. Any Board member failing to attend three (3) duly convened consecutive monthly Board meetings shall automatically cease to be a member of the Board unless prior concurrence of such absence has been requested and granted by the Board.
- 5.4 FILLING OF VACANCIES. In the case of a vacancy occurring due to neglect of office, incapacity, demise, resignation, or any other reason, the President shall appoint an Active member at its next regular meeting to fill such office until the next annual membership meeting. If the Presidency is vacant the Vice-President will assume the Presidency and its roles.
- 5.5 ADMINISTRATION OF DISCIPLINE. Should a charge of misconduct be made pursuant to 4.10, the President shall initially determine if the penalty should be severe or minor. If the contemplated penalty does not involve suspension or expulsion it is minor, and the matter shall be referred to committee per 7.6. If the contemplated penalty be severe, the matter shall be referred to the Board, which shall act within sixty (60) days following receipt of the charge. Any proposed action for suspension or expulsion may be taken only after the member has been given the opportunity to express a defense before the Board. Appeals from committee dispositions shall be heard within forty-five (45) days after receipt of the notices of appeal. The decision of the Board shall be final and non-appealable. Any member expelled shall not be eligible for re-admission for one year, all paid-in dues and assessments are forfeited upon expulsion.

## 6.0 POWERS AND DUTIES OF OFFICERS. The powers and duties of the officers of the club shall be as follows:

- 6.1 PRESIDENT. The President shall preside at all membership meetings of the club and shall chair all meetings of the Board; shall perform such other duties usually undertaken by a presiding officer; shall be an ex-officio non-voting member of all committees; and shall appoint all standing and special committee chairman.
- 6.2 VICE-PRESIDENT. The Vice-President shall perform all the duties of the President in the President's absence or inability to act.
- 6.3 SECRETARY. The Secretary shall keep and publish an accurate record of the proceedings of all meetings, and keep a record of all tournament proceedings within the club or other clubs, as provided by the Games Chairperson. The Secretary shall also prepare and mail notices of all Special meetings as prescribed in 8.3.3

and ballots and notice of elections as prescribed in 9.5. The Secretary shall be responsible for keeping and dispensing the official club membership list, as provided by the Membership Chairperson.

- 6.4 TREASURER. The Treasurer shall collect all funds due the club from all sources, giving proper credit when so collected, deposit such funds as are collected in such bank or banks as the Board may designate, be custodian of all club funds and keep a record of the financial transactions of the club. The Treasurer, President, Vice-President, or other Board member approved by the Board, shall be authorized to sign checks or drafts in the name of the club. The Treasurer shall, upon request of the Financial Review Committee, surrender all books, vouchers and other records necessary for reviewing purposes. The Treasurer may design and instigate a voucher system to be used by all club members to submit and recover expenses related to club activities.

## 7.0 COMMITTEES

- 7.1 STANDING COMMITTEES. The Standing Committees of the club shall include: 1. Games, 2. Greens, 3. House, 4. Membership. Additional committees may be formed per 7.4 below.
- 7.2 COMMITTEE CHAIRPERSONS. Chairperson of Standing Committees shall be approved by the Elected Officers and automatically become members of the Board. Any Active member of the club may serve as a committee chairperson.
- 7.3 COMMITTEE STRUCTURE. Each committee shall consist of its chairperson and sufficient additional members, selected by the committee chairperson, to perform its assigned tasks. Any club member may serve as a committee member.
- 7.4 SPECIAL COMMITTEES. The Board shall have the power to appoint special committees to meet specific needs as determined by the Board. The Nominations Committee is an example of such a special committee.
- 7.5 DUTIES OF COMMITTEES.
- 7.5.1 GENERAL COMMITTEE DUTIES. Upon appointment, each committee chairperson shall become a member of the Board. The chairperson shall review the committee duties defined in the document(s) describing the committee duties and solicit adequate committee members to accomplish the defined duties.
- 7.5.2 COMMITTEE DESCRIPTION DOCUMENTS. Each committee will establish and maintain documents describing the duties and responsibilities of the committee and methods and or systems to be used to accomplish those duties. Each chairperson is responsible for the content and accuracy of the committee documents. Chairpersons will pass the documents on to the next chairperson of that committee.
- 7.6 REFERRED CHARGES OF MISCONDUCT. Shall a charge of minor misconduct be referred to a committee by the President pursuant to 5.5, the chairperson or the chairperson's designee shall investigate the charge and the committee shall dispose of the matter within thirty (30) days, unless more time is granted in writing by the President. A report of disposition shall be made in writing to the President with copies to the charging member(s) and charged member(s). If the committee's disposition is one of suspension or expulsion, the matter shall be referred back to the President with a recommendation only. Should a charged member object to the disposition, he may appeal it to the Board by sending a notice appeal to the President within fourteen (14) days after mailing of report disposition.

## 8.0 MEETINGS

- 8.1 OPEN MEETINGS. All meetings of the club, including Board and committee meetings, shall be open to any member of the club; however, the presiding officer of any meeting except membership meetings may, as his or her discretion, declare all or part of any meeting closed.
- 8.2 MEETING PROCEDURE. In general, for purposes of order, Robert's Rules of Order, newly revised, shall prevail. The presiding person may request the rules be amended or rescinded. A two-thirds (2/3) favorable vote of those members in attendance, and eligible to vote, is required to amend or rescind the rules.
- 8.3 MEMBERSHIP MEETINGS.
- 8.3.1 ANNUAL MEETING. There shall be an annual membership meeting held in the fall. At this meeting reports of officers and committee chairpersons shall be presented. The election of President, Vice-President, Secretary and Treasurer shall be held in odd numbered years. Other matters pertinent to a business meeting of the club will be transacted.
- 8.3.2 SEMIANNUAL MEETING. There will be a semiannual membership meeting held in the spring.

8.3.3 SPECIAL MEETINGS. Special meetings may be called at the request of the elected Officers or five Active members of the club. If called by the membership, a written petition stating the purpose of the meeting signed by a minimum of five Active members shall be submitted to the elected Officers. The elected Officers shall schedule a meeting within thirty (30) days or receipt of the petition or request of the board. A minimum of seven (7) days advance written notice to the membership shall be provided by the Secretary for special meeting called at the request of the elected Officers. Such notice shall inform the membership of the purpose of the meeting. If the special meeting will consider a proposed amendment to the by-laws or election of an officer, such notice shall be in accord with 9.5 and of these by-laws as appropriate.

8.3.4 QUORUM. Twenty-five percent (25%) of the Active membership, present in person or by proxy, shall constitute a quorum at any annual, semiannual or special meeting of the club. Unless otherwise specified herein, the act of a majority of the voting members at any meeting at which a quorum is present shall be an act of the club.

#### 8.4 MEETINGS of ELECTED OFFICERS

8.4.1 MEETINGS. Meeting of the Elected Officers shall be held monthly, or at any other time, upon call of the President, or a quorum of the Board.

8.4.2 QUORUM AND TIE-BREAKING. A majority of the Board shall constitute a quorum for its meetings. Unless otherwise specified herein, the act of a majority of the Board members at any of its meetings at which a quorum is present shall be an act of the Board. In case of a tie vote, the vote of the President shall be considered the majority vote.

#### 8.5 COMMITTEE MEETINGS

8.5.1 MEETINGS. Each committee shall set a date, time, place and frequency for its meetings.

8.6 CONDUCT OF BUSINESS. The conduct of business at all board, semi-annual, and annual meetings will be as defined by the latest revision of Robert's Rules of Order.

### 9.0 ELECTIONS

9.1 POSITIONS. The election of President, Vice-President, Secretary, and Treasurer shall be held at the annual meeting in each odd numbered year. The terms of office shall be for two (2) years. Officers may be reelected to their or other positions in accordance with 9.3 below. Elected officers will assume their duties on December 1 (first) of the election year.

9.2 NOMINATION COMMITTEE. The elected Officers shall appoint a nominating committee during its regular monthly July meeting. The nominating committee shall consist of three (3) or more members, at least two of whom have not served in that capacity the previous year and are not members of the Board. The Secretary shall immediately post the names of the nominating committee on the club bulletin board. The committee shall present to the Board no fewer than one nominee for each position standing for election, provided, however that any person otherwise qualified and desiring nomination to a position shall be placed on the ballot by the nominating committee.

9.3 WHO MAY BE NOMINATED? To be eligible for nomination, the nominee must have been an Active member of the club during the year preceding the election. No member shall be eligible to serve on the elected Board in the same position for more than two (2) consecutive terms, except by a unanimous vote of the Board to allow an elected officer to run for reelection more than 2 consecutive terms. A member appointed to fill a vacancy shall be deemed to have completed one year in office.

9.4 NOMINATION PROCEDURE. Any active member may nominate any eligible member for the positions of President, Vice President, Secretary and Treasurer. The name of each nominee shall be presented to the nominating committee, in writing, and shall state the following.

1. The position to which nominated.
2. The nominee is familiar with the responsibilities of the Board as defined by these by-laws.
3. The nominee is familiar with the policy on absences from Board meetings as defined by those by-laws.
4. The nominee consents to having their name placed in nomination. Nomination(s) submitted by a member must be received no later than August 18. The Chairperson of the nominating committee shall submit the slate of nominees to the Secretary by August 22 of each odd year.

Nominations from the floor at the meetings are not permitted.

9.5 NOTICE OF ELECTION. The Secretary shall prepare a ballot and post within the clubhouse 10 (ten) days prior to the election. The ballot shall list the names of all nominees for each position and the text of any

proposed amendments or prepared resolutions. If only one person is nominated that person will be acclaimed elected. The nominating slate will be available on request to the Secretary.

- 9.6 ELECTION PROCEDURES. Elections shall be by secret ballot cast at the appropriate meeting for those positions that are contested. The President shall have all ballots cast at the meeting collected for counting purposes. The election shall then be declared closed. The President shall appoint at least two club members to count the ballots and report the results to the membership at the meeting. The nominee(s) receiving the greatest number of votes for each position shall be elected. In event of a tie new ballots shall be prepared for the position in question at the meeting and a runoff election will be held immediately.
  - 9.6.1 PROXIES. Proxies may be designated on a form prescribed by the club. Written or e-mail proxy designation is acceptable. Proxy votes are acceptable at regular and special meetings for voting on all matters except elections. Proxies may cast votes for or on behalf of Active members.
- 9.7 DATE DUTIES ASSUMED. Elected officers shall assume their duties on Dec 1 of the year election was held. Appointed chairpersons shall assume their duties upon acceptance of their appointment.

#### 10.0 AMENDMENTS

- 10.1 AMENDMENT. These by-laws may be altered, amended or repealed in whole or in part by a two-thirds vote of the Active members of the club present and entitled to vote at a meeting convened for such purpose and at which a quorum is present. Notice of a membership meeting for the purpose of changing the by-laws shall include the form of the proposed amendments or repeal or any proposed new by-law. Such notice shall be made in writing at least fourteen (14) days prior to the date of the meeting, and shall clearly state the purpose of the meeting. If the member is unable to attend the meeting the member may submit in writing proposed changes to be considered during the discussion of the amendment(s).
- 10.2 DATE OF ADOPTION. Amendment shall include the date of adoption.

#### 11.0 MISCELLANEOUS PROVISIONS

- 11.1 FISCAL YEAR. The fiscal year of the club shall be December 1 through November 30.
- 11.2 NOTICE. Any notice required to be given in these by-laws shall be by regular first class United States mail, postage prepaid, or via e-mail to the last known address of the intended recipient.